

**LIBRARY ADVISORY COMMISSION
CITY OF MILPITAS
Monday, May 16, 2005**

UNAPPROVED MINUTES

Minutes: Meeting of the Library Advisory Commission (LAC)

Date of Meeting: May 16, 2005

Place of Meeting: Milpitas City Hall, 455 E. Calaveras Blvd.,
Committee Conference Room

Call to Order: Chairperson Hay called the meeting to order at 7:00 p.m.

A. Roll Call Commissioners Present: Aoalin, Davis, Hay, Stephens, Wang
Alternates Present: Estandarte
Commissioners Absent: Fan, Chou, and Montano
City Council Liaison Absent: Councilmember Giordano
City Staff Present: Recreation Program Coordinator, Aaron Bueno
Recreation Supervisor, Kerrilyn Ely
Capital Improvement Project (CIP) Manager,
Mark Rogge
County Staff Present: Community Librarian, Linda Arbaugh
County Librarian, Melinda Cervantes

B. Seating of Alternates

Alternate Estandarte was seated for Commissioner Fan

C. Flag Salute

Chairperson Hay led the Commission in the Pledge of Allegiance

D. Approval of Minutes

MOTION to approve with the following changes to minutes of March 21, 2005:

- 1) Section A: Roll Call, insert corrected spelling for Commissioner Stephens.
- 2) Section A and J: Change "Community Librarian, Melanie McInerney" to "Adult Program Librarian, Melanie McInerney."
- 3) Section H: Third paragraph, second sentence, add the word "tower". Second sentence to read as follows:
"Mr. Rogge reported that all of the tower windows of the building face west."
- 4) Section H: Page 4, second paragraph in the first sentence, change "it" to "if" with sentence to read as follows "Commissioner Montano asked if the proposed parking spaces or structure had space for school buses."
- 5) Section J: 1.1, Second paragraph, first sentence and second paragraph change "Friend's to "Friends."

- 6) Section I: 1.4, Seventh paragraph, change
“Commissioner Hay nominated...” to “Commissioner
Davis nominated...”

MOTION to approve the Minutes of March 21, 2005 as amended.
M/S: Davis/ Hay Ayes: All

E. Announcements and Correspondence:

Commissioner Davis handed all Commissioners a letter dated May 16, 2005 announcing her decision to resign as a Library Commissioner. Commissioner Davis said that she had made a decision to sell her house and leave Milpitas. Commissioner Davis indicated that she would remain an active member and current President of the Friends’ of the Milpitas Library.

Chairperson Hay expressed her sadness at Commissioner Davis’ resignation decision and encouraged all Library Commissioners to attend the City Council Meeting on Tuesday, May 17 in support of Commissioner Davis. Chairperson Hay reviewed a series of contributions that Commissioner Davis has made to the City of Milpitas over the past 15 years and thanked her for her contributions to the Library Commission.

F. Citizens Forum:

Julie Cherry, President of the Alliance of the Arts, asked for the Commission’s review and individual opinions of three potential “Art in Your Park” models for Starlite Park. Ms. Cherry provided the Commission with an overview of the “Art in Your Park” program and process.

Friedell Ann Barnes, a Milpitas resident, discussed the consumer protection organization called the Utilities Reform Network or “TURN”. Ms. Barnes reviewed her observations that “TURN” works with the Public Utilities Commission to protect citizens and provide consumer support. Ms. Barnes provided information for Commissioners to learn more about “TURN” by calling 1-800-355-8876.

Mayor Jose Esteves thanked all the Library Commissioners for their on-going contributions to Milpitas. He wanted to ensure that they were recognized for all of their contributions. The Mayor thanked and recognized Commissioner Diane Davis for her dedication to the Milpitas community. The Mayor also mentioned

that the new Open Government Policy allows for citizens to speak for three minutes during citizen's forum.

G. Adoption of Agenda

MOTION to approve Agenda of May 16, 2005.

M/S: Davis/ Hay

Ayes: All

H. Unfinished Business:

1.1 Library Building Project Update

City of Milpitas CIP Manager Mark Rogge provided a PowerPoint presentation, which included an update on the building schematic design and review of the concept designs and new library features. Mr. Rogge reviewed the proposed floor plan, which highlighted what the architects are referring to as "jewels" which connect each of the building areas.

Commissioner Davis asked how effective the heat filtering on the roof windows would be. Rogge responded he did not have the actual percentage of effectiveness, but the window glazing and insulation would be very efficient in keeping the room temperature very constant.

Commissioner Davis asked how many locations would have computer and Internet connections. Rogge said that the building would have WI-FI (wireless) capabilities. In addition, he stated that there would be several "nested" areas of computer connections for use.

Rogge reported that the schematic design had been completed ahead of schedule. A careful study of the cost plan was underway by an outside consultant to ensure the most accurate budgeting for the 39 million dollar project. Rogge provided a conceptual vs. schematic cost estimate, which indicated that the project is within the estimated budget. Rogge indicated that the costs are based on current construction dollars and future costs may vary depending on the economy and construction materials demands.

Rogge stated that the County / Joint Powers Agreement (JPA) will provide all computers and telephone systems for the new building.

Chairperson Hay asked if workstations would be new. County Librarian Cervantes said she expected that the systems would be upgraded for the new building by the time of construction.

Commissioner Davis asked if consideration is given to the selection of materials. Rogge stated that cost effectiveness is always a consideration but materials performance must always be a focus.

Commissioner Davis asked about the location and storage capacity of the Friends areas. Rogge said that the store would not be a site for a large book sale. He stated that the store would provide space for day-to-day book sales, however large sales would probably need to use the auditorium space.

Commissioner Davis asked Rogge what would happen to the current building budget if the city decides to pullout of the JPA. Rogge responded that staff would need to provide a report to City Council outlining the need for an additional 5,000 square feet of staff administrative space and a cost plan for capital outlay for computers and phones. Rogge said City Council would then consider the staff report and funding options.

Rogge indicated that it would be vital for any change in administration to be made by the council as soon as possible to ensure that the building program budget timeline is not impacted. Rogge also indicated that the correct construction program is based on the current County run / JPA program, not a “stand alone” city run program. A “stand alone” would require budget and possible design modifications.

Rogge gave an update on upcoming important dates: July 5- City Council update, September 6 – 50% design update to the City Council and November 1- final design approval date.

Commissioner Stephens asked if there would be dedicated cross walks to on Main Street. Rogge stated that they are considering installing “smart cross walks” that will illuminate with flashing lights when a pedestrian is in the cross walk. Chairperson Hay asked if there are smart cross walks elsewhere in the City. Rogge said that there is a possibility of a smart cross being installed in the upcoming Sports Center parking and circulation construction.

Commissioner Davis asked if the parking lots would have stoplights. Rogge said that the plan has both entrances to the west and east lots signalized.

Commissioner Stephens asked about bus stops. Rogge said that bus stops would be studied and considered into the Midtown Plan design.

Chairperson Hay thanked Rogge for the update and encouraged all Commissioners to attend the Library Sub-Committee meeting on June 24 at 6:00 p.m. in the Committee Conference Room.

1.2 Continuation of Work Plan Objectives.

Chairperson Hay announced that due to Commissioner Davis' resignation, Commissioner Aoalin would take over the Library Commission marketing and publicity work plan objective. Commissioner Davis stated that she would forward all press releases and other marketing information to Commissioner Aoalin.

1.3 4th of July Parade Participation

Chairperson Hay reviewed the Library Commissions' interest in participating in the 2005 Main Street Parade. Community Librarian Arbaugh stated that the Bookmobile had been reserved for use in the parade. Chairperson Hay encouraged all Commissioners to invite their friends and families to join the Library Commission in the parade.

County Librarian Cervantes stated that the mobile stage was new and very colorful. Commissioner Davis said she would encourage the Friends board members to join the parade activities.

I. New Business

1.1 Donor Recognition Subcommittee

Chairperson Hay reviewed the commissioners desire to pursue and research a donor recognition program for the new library. Chairperson Hay said she had seen excellent examples of donor walls in San Leandro and Burlingame. Commissioner Davis said that the Saratoga Library uses very attractive and functional ceramic donor recognition book spines.

County Librarian Cervantes agreed with Commissioner Davis that the Saratoga book spines were very attractive. The book spines are mounted to the walls and should be considered.

Chairperson Hay said that Commissioner Chou would be working with Commissioner Montano on the donor boards and would report back to the commission at the next meeting.

J. Other Business

1.1 Friends of the Milpitas Library

Commissioner Davis reported that the Friend's book sale in April netted \$5,789.50 plus \$345.00 from membership. Davis noted that the Friends have contributed upwards of \$39,000 to support Library programs annually.

The next Friend's book sale will be held July 16, 2005.

1.2 County Librarian Report

County Librarian Cervantes reported that Measure A passed with an overall 72% vote received. Therefore, with the passage of Measure A, no additional County service cuts are proposed this fiscal year. Cervantes said that several efficiency measures have been very successful, including the electronic self-check out which has assisted with re-assigning staff to other areas of the library. Cervantes mentioned that there is a plan for purchasing additional self-check machines, which cost approximately \$19, 000 each.

County Librarian Cervantes thanked the Commission for all their efforts with the past election. Cervantes said now that the election has passed, several "add backs" to programs may be considered. Cervantes mentioned that she is aware of Milpitas' desire to work with the County to "add back" Mondays and possibly Sundays to the Milpitas Library. She is currently working on cost analysis and is looking forward to discussing this with Milpitas city staff.

County Librarian Cervantes reviewed the April 23 Issues Breakfast that featured State Librarian Susan Hildreth. Ms. Hildreth discussed the state budget. Cervantes also reported that the Alum Rock Library had recently transferred back to the City of San Jose operations.

California Library Association (CLA) Legislative Day will be held April 20, 2005, in Sacramento. Cervantes said that she had the opportunity to meet with three state legislators to discuss various library issues.

Cervantes informed the Library Commissioners that the City of Milpitas has a formal contract with the JPA to administer library services. Cervantes said that she had not been contacted nor heard anything formal from the City regarding the contracted services.

Chairperson Hay handed out an email transcript dated May 13th from Ed Riffle entitled “Milpitas’ Library Lover.” Chairperson Hay stated that she was concerned about the content of the email, lack of communication from the Council and the possibility of violations to the Brown Act regarding Council communication. Chairperson Hay stated that she wanted these communication concerns to be investigated and for rumors to stop.

CIP Manager Rogge stated at the April 19 City Council meeting, Councilmember Livengood had directed staff to investigate a new agreement with the County to restore library hours on Sundays and Mondays. Councilmember Livengood requested that staff research a new agreement and report back to the Council.

County Librarian Cervantes said that the main reason the County denied Milpitas’ offer to fund the library services on Mondays involved the need to hire additional staff for a potentially short period of time. If Measure A and B did not pass, the JPA would be forced to lay off the newly hired staff. Cervantes said great investigation and deliberation on the JPA’s part went into the decision to deny the city for Milpitas’ request to fund Mondays. Now that Measure A has passed, the financial situation for the County is much more clear allowing staff to once again work with the City of Milpitas on restoring hours.

1.3 Community Librarian Report

Community Librarian, Linda Arbaugh reported that the Milpitas Community Library had hosted a successful “Hawaiian Music on the Lawn”. Due to rain activities were moved inside the Library.

Arbaugh stated that on April 26 for family story time that Adam Miller presented a program of American folk music and folklore.

On May 7th 90 people attended the Miyazaki movie marathon. Movies are being shown each Thursday evening during the month of May.

On April 28th the Library hosted the 4th poetry slam. The 2003 National Poetry Slam Champion, Michael McKee, was on hand for this event that attracted 40 young poets.

The book group is reading *Pompeii*: a novel, by Richard Harris.

Arbaugh said the Volunteers Income Tax Assistance (VITA) volunteers assisted may library visitors with their income tax. VITA volunteer were recognized at the Milpitas City Council Meeting on May 3rd.

Arbaugh reported that on May 10 new “time management” software is working very successfully on the Library’s public use computers to ensure. Patrons are assigned a PIN number to enable access onto the Internet. New time management software ensures that patrons do not abuse or misuse library computers.

The Milpitas Library will be closed in observance of Memorial Day on May 29th.

1.4 City Council Report

None

1.5 City Staff Report

Kerrilyn Ely, Recreation Services Supervisor, announced the following:

- Invited Commissioner’s to attend the upcoming “Taste of Milpitas” event on May 21 at McCarthy Ranch.
- Memorial Day Ceremony will be held on May 30th at 9am. at Civic Center plaza.
- June 28 will be the kick off for the 2005 Summer Concert Series at Augustine Park at 6:00 – 8:00 p.m. Admission is free.

1.6 Future Agenda Items

Library Building Update

Donor Recognition Subcommittee—formulation and organization of group.

Library Hours Update- County Librarian Melinda Cervantes

XII. Adjournment

There being no further business, Chairperson Hay adjourned the meeting at 8:50 p.m. to the next regularly scheduled meeting on July 18, 2005.

M/S: Davis/ Hay

Ayes: All